Issue 19 — May 2013

IT Skills Development E-bulletin

Changes to tracking system menus and creating customised courses

You may have noticed that there are differences between the elearning menu styles for entry/ level 1 and level 2/3 materials. We will shortly be changing the entry and level 1 menu's to be the same style as level 2 and 3. As you will be aware we are also in the process of producing assessments for the level 2 and 3 learning.

The above changes will mean that there will be slight differences and things to consider when you create your customised courses. With this in mind we thought it would be useful to offer you some webinars to explain how things will be different and to give you demo's of the new menus.

Initially we have two sessions booked in (details of which are below) but will put additional sessions on if there is the demand. Please let me know if you would like to attend one of the below sessions and I will send you the dial in information.

Date	Time
Tuesday 9 July	10:00 – 11:00
Thursday 18 July	11:00 – 12:00

If you would like to learn more about the new menus but are unavailable on these dates please let us know and we'll look into adding additional dates into the diary.

Please also contact us by email (it.skills@hscic.gov.uk) if you are interested in these sessions but are not yet set up as a centre.

Changes after 30 June 2013

IT Skills Pathway ❯ **No changes** – Continues to
(Tracking System,   be free
elearning etc)

NHS MOST ❯ **Chargeable** – Contact Prodigy
(MOS exams,   for more information
practice exams)   (Paul.tilley@prodigysolutions.com)
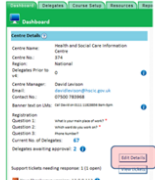
IT SKILLS PATHWAY

LEVEL THREE

LEVEL TWO

LEVEL ONE

ENTRY

Stuck with an IT Training problem?
Do the sensible thing ……...

Ask Maude

This month, Maude has been looking at the centre map on the IT Skills Pathway website.

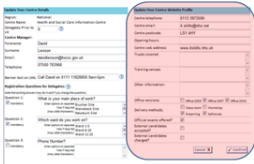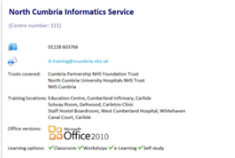Quite a few centres are missing from the map or their information is out of date.

So Maude thought it would be useful to remind centres how they can update their details.

"To change your centre information log in to the Tracking System……"

"…. and use the Edit Details button on the Dashboard tab"

"Updating the right hand set of boxes will automatically update your website entry"

Update Your Centre Website Profile	
Centre telephone:	0113 3973599
Centre email:	it.skills@nhs.net
Centre postcode:	LS1 4HY

"Make sure you enter the correct postcode so that you appear in the right part of the country"

"All of this helps your learners find your centre and what you can offer them"

More tips from Maude next month

NHS MOST:

No. of exams completed in April 2013	491
No. of exams completed since 1st July 2012	3996

Top Pathway centres:

1 Lancashire Teaching Hospitals

2 Avon & Wiltshire Mental Health Partnership NHS Trust

3 United Lincolnshire Hospitals NHS Trust

4 Dorset PCT

5 South Staffordshire HIS

6 Dudley Group of Hospitals NHS Trust

7 North Staffordshire IT Training

8 University of Portsmouth

9 Royal Wolverhampton Hospital NHS Trust

10 Teesside University

Need more MOS exams?

Microsoft Office Specialist

As you will be aware, our central contract with Prodigy for the provision of free MOS exams ends on 30 June.

We expect this may lead to a rush of people wanting to do exams in June so please make sure you have sufficient exams available in your inventory.

Historically, many centres have contacted David Levison to get extra exams but as he is on annual leave for most of June, please contact Paul Tilley at Prodigy Learning instead. Paul can be contacted by calling 0845-399-1553 or by emailing most@prodigysolutions.com.

Full suite of elearning now available with release of Word L3

We now have a full suite of elearning within the IT Skills Pathway after the release of the level 3 Word 2010 elearning to the tracking system. You can now give your learners access to a route of elearning from beginner right the way through to advanced.

Entry level	Level 1	Level 2	Level 3
• Windows XP with Office 2003 • Windows XP with Office 2007 • Windows 7 with Office 2010	• Word 2007 • Excel 2007 • PowerPoint 2007 • Office Essentials 2007 • Word 2010 • Excel 2010 • PowerPoint 2010 • Office Essentials 2010	• Word 2007 • Excel 2007 • PowerPoint 2007 • Outlook 2007 • Word 2010 • Excel 2010 • PowerPoint 2010 • Outlook 2010	• Word 2010 • Excel 2010

Top MOST centres:

1	United Lincolnshire Hospitals	6	Harrogate and District NHS FT
2	Pennine Acute Hospitals NHS Trust	7	Calderdale & Huddersfield NHS FT
3	Kent and Medway HIS	8	South Tees Hospitals NHS Trust
4	Birmingham Community Healthcare Trust	9	Lancashire Teaching Hospitals NHS Trust
5	Guy's and St Thomas' NHS FT	10	Derbyshire HIS

Pathway elearning:

No. of learners in April 2013	4263
No. of learners accessing since 1st July 2012	45326

MOST awards for 2013

Just a quick reminder that June 2013 will the last month where exams will qualify for the annual MOST awards.

The awards count exams from July 1 2012 until 30 June 2013 and are awarded as follows:

- 50 exam passes = Centre of Merit certificate

- 100 exam passes = Centre of Excellence plaque

- Top centre per region = award to centre with most exam passes in old SHA regions (subject to minimum of 100 exam passes)

- Top centre for country = award to centre in NHS England with the most overall exam passes

Things are currently pretty tight at the top so good luck!

June IT Skills Pathway Tracking System Webinar

The June IT Skills Pathway Tracking System webinar will be held on Friday 28 June, 10:00 – 12:00. If you would like to attend please contact us by email (it.skills@hscic.gov.uk) and we'll book you in. We will send the dial in details out to those booked on about a week before each session.

If you would like to attend a webinar but are unavailable on this date please let us know and we'll look into adding another date into the diary.

Please also contact us by email (it.skills@hscic.gov.uk) if you are interested in these sessions but are not yet set up as a centre.

Contact us:

Email: it.skills@nhs.net
Web: www.itskills.nhs.uk